

## How to add a new Employee

1. Log into the Back Office PC
2. Click on System Set Up
3. Click on POS Control Data
4. Click on Employees
5. Click on New Record
6. The system will automatically generate an Employee ID number (You can change this if you wish providing there is no existing employee with that number).
7. Add the Employees first name and press enter
8. Add the Employees second name and press enter
9. In the drop down menu, select **Yes** or **No** for Password Control and press enter
10. If **Yes** was selected, then enter a Password in the Password field (Numbers Only)
11. Click OK
12. Select Employee Security Level (Manager 1, Manager 2, Manager 3\* or Clerk)
13. On the pull down menus click on 'Data' and then 'Save Record'
14. Exit out of 'System Setup'
15. Close down myPOS system
16. Restart all tills in order to accept the changes that have been made

## **To edit an existing employee..**

1. Log into the Back Office PC
2. Click on 'System Set Up'
3. Click on 'POS Control Data'
4. Click on 'Employees'
5. Click on 'Find Record' and enter the name of the employee you wish to edit
6. Click Enter, then Click on the Employee record to open it
6. Click on a field to edit the details you wish to change
7. When you have finished, on the pull down menus click on 'Data' and then 'Save Record'
8. Exit out of 'System Setup'
9. Close down myPOS system
10. Restart all tills in order to accept the changes that have been made

\*If Security Level Manager 3 is chosen, you will then be given the opportunity to select extra till options for that employee, i.e. no sale, refund item.